



Event Planning Checklist

12+ Months

- Book venue and vendors _____
- Create preliminary budget _____
- Draft initial guest list _____

10+ Months

- Start shopping for décor, furniture rentals _____
- Book hotel blocks for out of town guests _____
- Launch wedding website and registries _____

8+ Months

- Order invitations _____
- Plan menu and beverages _____
- Book photographer, videographer, entertainment _____

6+ Months

- Finalize guest list and send invitations _____
- Arrange transportation for wedding party/guests _____
- Purchase wedding insurance _____



Event Planning Checklist

3+ Months

- Finalize all décor, furniture, rentals _____
- Confirm final headcount for catering _____
- Schedule hair and makeup trial _____

1+ Month

- Follow up on RSVPs _____
- Create seating chart _____
- Send final plan to vendors _____

2+ Weeks

- Pack for wedding/honeymoon _____
- Create detailed timeline for wedding day _____



Event Planning Timeline

12:00 PM - Guest Arrival, Welcome Cocktail Hour Begins, Music

12:30 PM - Guest Seating

12:45 PM - Welcome Speech & Toasts

1:00 PM - Meal Service Begins

2:00 PM - Cake Cutting

2:30 PM - First Dance & Speeches

3:00 PM - Dance Floor Opens

6:00 PM - Farewell Sendoff